Issuing a BFS-4 from CARS e-Services

When Issuing a BFS-4 the $1 fee will still be applicable. This fee will be paid at the end of the online process. The options for payment will be by either:

- Credit Card
- Electronic Check
- EFT (instructions below)

Provided below are the user friendly step by step instructions on how to issue a BFS-4 through CARS e-Services.

1. Once you have clicked on the link to issue a BFS-4, enter the complete VIN.
2. Re-enter the VIN to verify that the correct VIN is entered.
3. Enter the date of delivery.
4. Click Next
1. Confirm the Vehicle information.
2. Indicate whether you wish to override the vehicle’s body style. (Body styles may vary from state to state or if there may have been a previous error it will need corrected) If an override is needed then you will be asked to enter the body style and vehicle type.

   Would you like to override the vehicle type and/or body style?

   ![Image of override options](image)

   - Yes
   - No

   **Body Style**
   - Station Wagon

   **Vehicle Type**
   - Passenger

3. Click Next.
1. Indicate whether the purchaser is a business
2. Enter the Purchaser’s name, date of birth, ID type, and Driver License Number
3. Click Next
1. Enter the Address for the Purchaser
2. CARS e-Services directly verifies addresses with the USPS so the address must be valid to pass the verification.
1. The system will ask you to validate the address. If an invalid address is entered, you will be asked to validate your entry and then press enter.
1. CARS e-Services will confirm whether you want to select an unverified address. The address may be new and not validated through the US Postal Service.
1. If there is more than one titled owner you will need to add the additional owner to the ownership information so they can be added to the BFS-4 being issued.
2. Confirm that the information matches what is listed on the RD-108.
1. Confirm that the information matches what is listed on the RD-108.
1. Confirm the $1.00 Fee for the BFS-4 Temporary Registration Permit
1. If the information is not correct you may go to the previous screen to make corrections or select submit to continue.
1. If you have more purchases to make, you may select “I have more to do before I checkout.”
2. If you have completed the purchase, select “Checkout.”
1. Select your payment option.
2. An additional option will be displayed if EFT has been set up for the Dealership.
1. To begin the payment process, select “Next.”
1. Enter Credit Card Information
2. Select Next
1. Confirm Accuracy
2. Select “Pay Now.”
1. Transaction will confirm that it has been processed.
2. Select “Print Receipt.”
1. Return to the Dealer Screen by selecting the Dealer hyperlink that is to the right of the Home hyperlink on the top left.
2. CARS e-Services will state that you have 1 Unread Letter in the Account Alerts section.

![Dealer Screen](image1)

1. The system is designed so that you may view multiple items at once so no matter how many BFS-4s were issued select the “View Multiple” option to view permits obtained.

![Letters Screen](image2)
1. Select the hyperlink for the 15 Day Temporary Registration, next to the date.
1. The BFS-4 Temporary Registration Permit is Displayed
2. Print the Permit.
3. Cut the permit along the perforated lines.
4. Affix the BFS-4 Temporary Registration Permit to the vehicle. The new BFS-4 can be displayed in the rear window OR where a license plate is typically affixed to a vehicle
5. Give the Temporary Registration to the Purchaser
6. The Dealer keeps the Dealer Copy in the Deal Jacket.

![BFS-4 Temporary Registration Permit](image-url)
Important Things to Remember

The BFS-4 serialized number is tied direct to the vehicle record. Once issued, the information is immediately entered into the Law Enforcement Information Network.

Law Enforcement can query the serialized number from a patrol vehicle and determine whether the BFS-4 was issued for the vehicle in question.

Duplicates can be printed. However, the expiration date never changes.

If you are having difficulty getting the permit to print, the Purchaser may drive on the RD-108. However, the serialized number MUST be printed on the RD-108. You must expeditiously get the temporary permit to the purchaser once printing issue is resolved.

A duplicate title and/or any other form of registration cannot be obtained until the RD-108 specific to the vehicle is submitted to the Secretary of State (SOS) for processing via an SOS branch or through CVR.

SOS does not offer weatherproof slips OR paper for the BFS-4 temporary registrations. However vehicle dealers may purchase these for their customers.

The new BFS-4 can be displayed in the rear window OR where a license plate is typically affixed to a vehicle.

The BFS-4 time frame is still 15 days before it expires. The RD-108 must be processed within those 15 days or the BFS-4 will expire and the customer could be cited or their vehicle can be impounded.